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MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES (CAOs)

SUBJECT: Sequence of Events For ALERTS Deployment

This is to inform you of the sequence of events that will occur during the deployment of the ALERTS software program.

At the recent Commander's Conference in San Diego, the ALERTS workshops covered the sequence of events that will occur as we deploy the client-server version of ALERTS. Since many of you were unable to attend the alerts workshop sessions, this is to advise you of the deployment actions that are in progress so that you may manage your organization's transition to ALERTS more efficiently.

The ALERTS software, as well as the other client-server applications being developed, require a specific configuration of computer equipment. The first deployment step is to perform a site survey of the equipment that is installed in your organization. A Point of Contact (POC) for each CAO has been identified by your District staff. That POC will be contacted within the next two weeks by one of the organizations conducting these surveys.

These surveys will be conducted down to the work station level. Work stations that do not meet the minimum requirements must be upgraded by District Administrative and Information Management offices. Once each work station has been inventoried, the equipment cannot be moved without clearance from your District. When all hardware configurations are known, your organization will be placed on an installation milestone plan. Your placement will depend on your readiness in terms of hardware configuration.

Once the timing for software installation has been determined, your organization will be scheduled for training on the ALERTS software. This should occur in early February. The object is for the training to occur in conjunction with installation of the software so that your people can quickly begin using the program. This phase will be especially challenging as you are required to cycle your surveillance teams through the training while covering their workload with other teams.

With the exception of the customer organizations who are already participating in the ALERTS program, no additional customer organizations will be provided access until your people are accustomed to the operation of the program. As pointed out in San Diego, this must

happen quickly. Also, I want to remind you that the use of the ALERTS program is not optional. Many organizations have developed local automation tools to track surveillance activity. When ALERTS is deployed, use of these tools should cease.

Suggestions for incorporation of features of these tools into future versions of ALERTS are welcomed but no local application will be approved as a substitute for ALERTS. Assessment of the health of your surveillance process will be made using only metric data extracted from the ALERTS database.

As you can see, each step of the overall plan is dependent on the successful completion of the previous step. We must all focus strong management attention on this deployment so that impediments to each step are quickly identified and overcome.

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Contract Management Policy